21 February 1964

MEMORANDUM TO MR. HOWARD WILLENS

FROM: Ruth D. SHIRLEY

SUBJECT: Handling of two specific correspondence

On 20 February 1964 a letter from J. Lee Rankin to Mr. J. Edgar Hoover, Federal Bureau of Investigation was received in the mail room for mailing. The subject of the letter was the allegations to the effect that Lee Harvey Oswald was an informant of the Federal Bureau of Investigation. The approximate time of arrival of the letter for mailing was before 10:00 A. M. and to the best of my knowledge was mailed about 10:00 A.M., 20 February 1964.

On 20 February 1964 at 3:15 P.M. a box was received by Courier Service in the Mail Room. The box contained a covering letter from the FBI and 35 additional reports and 3 memoranda, 2 copies each. One of these reports was Gemberling report of February 11, 1964. These reports were given to Mr. Willens at approximately 3:30 P. M., 20 February 1964.